



## **CITY OF HAYWARD**

### **AGENDA REPORT**

AGENDA DATE 4/18/00

AGENDA ITEM 2

WORK SESSION ITEM       

**TO:** Mayor and City Council

**FROM:** City Manager

**SUBJECT:** Designation of City Manager Pro Tempore

#### **RECOMMENDATION:**

It is recommended that the City Council approve the attached resolution concerning the designations of City Manager Pro Tempore.

#### **BACKGROUND:**

Section 704 of the City Charter requires that the City Manager appoint a City Manager Pro Tempore to assume City Manager duties during the absence or disability of the incumbent. It also requires that the City Council approve such designations.

In this regard, it is my recommendation that the council approve the appointment of Acting Assistant City Manager Perry H. Carter as City Manager Pro Tempore. In addition, in those rare instances when both Perry and I are absent, I recommend that Michael O'Toole, City Attorney, be designated as City Manager Pro Tempore.

A handwritten signature in black ink, appearing to read "Jesús Armas", is written over a horizontal line.

Jesús Armas  
City Manager

Attachment: Draft Resolution

**DRAFT**

HAYWARD CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_

Introduced by Council Member \_\_\_\_\_

**RESOLUTION APPROVING THE DESIGNATION OF THE  
ACTING ASSISTANT CITY MANAGER AS CITY  
MANAGER PRO TEMPORE IN THE ABSENCE OF THE  
CITY MANAGER**

WHEREAS, Section 704 of the City Charter requires City Council approval of the City Manager's appointments of a qualified administrative officers or employees to serve as City Manager Pro Tempore during the absence or disability of the City Manager; and

WHEREAS, the Council has previously appointed Michael J. O'Toole as City Manager Pro Tempore in those instances when both City Manager and Assistant City Manager are absent or disabled.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the designation of Acting Assistant City Manager Perry H. Carter as City Manager Pro Tempore during the absence or disability of the City Manager.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2000

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward